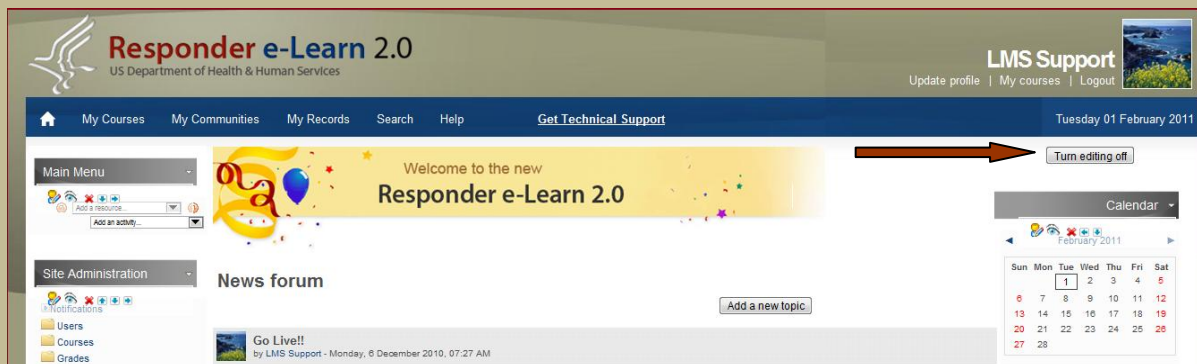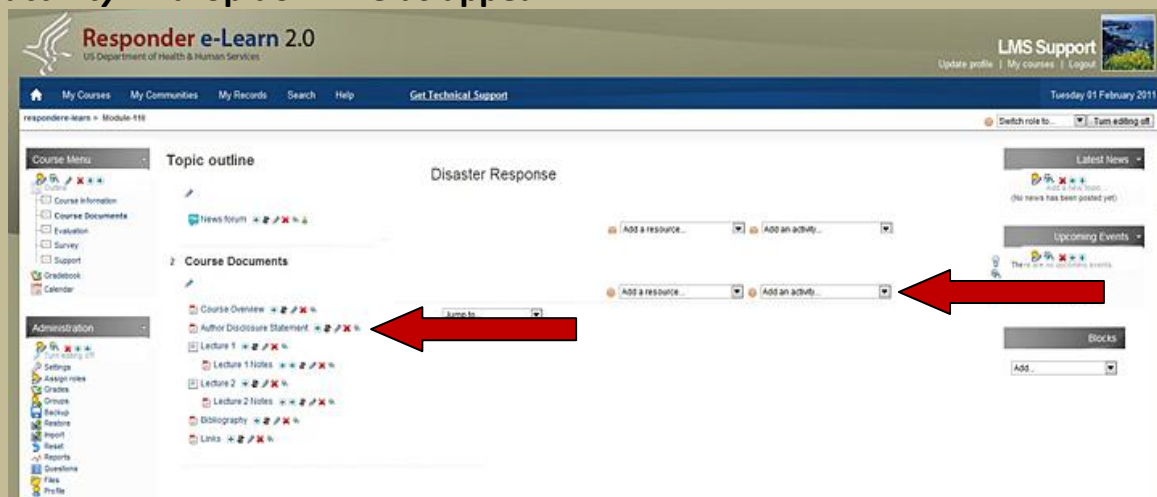|	**How to Add a Forum (Discussion Board)**
Step 1	Log into: http://www.Respondere-Learn.com
Step 2	Navigate to the course you'd like to add a discussion board/forum.
Step 3	- Click on the button "Turn editing on" so it reads "Turn editing off." - This button is located in the upper right-hand corner under the login fields, on the blue menu bar. Once the editing button has been selected, the editing icons and "*Add an activity*…" drop down fields appear. - Here are magnified images of the editing options discussed above:
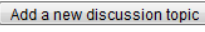
Editing Icons

Step 4	• Click on the "*Add an activity…*" arrow to make your selection. In the down drop box select "*Forum*."
	NOTE: **If you need additional help, click on the Help icon**
Step 5	• Once you click on Forum, a new window opens. Enter content in the "*Forum name*", and "*Forum introduction*" fields.

	• Click on the **_"Forum introduction"_** question mark, Forum introduction* @ which contains three links that provide helpful tips on how to compose a discussion board. • Write carefully • Ask good questions • About the HTML editor
Step 6	Click on **_"Save and return to course."_**
Step 7	• **Click on the discussion board topic you created.** Discussion Board ✏ 💬 General Questions ⊞ ↕ ✏ ✖ ⌂ 👤 💬 Module 1: Policies ⊞ ↕ ✏ ✖ ⌂ 👤 💬 Module 2: Operations ⊞ ↕ ✏ ✖ ⌂ 👤 ← 💬 Module 3: Communication and Information Management ⊞ ↕ ✏ ✖ ⌂ 👤 💬 Module 4: Deployment ⊞ ↕ ✏ ✖ ⌂ 👤
Step 8	• **Click on the _"Add a new discussion topic"_ button.** 🏠 My Courses My Communities My Records Search Help **Get Technical Support** respondere-learn ▸ Module-110 ▸ Forums ▸ Operations Discussion Operations Checklist ← Add a new discussion topic (There are no discussion topics yet in this forum)
Step 9	• **Enter a topic in the _"Subject"_ field, and compile questions or discussion topics in the _"Message"_ field.**

- The "*Subscription"* field defaults to the setting "*Send me email copies of posts to this forum*." **This setting should remain as is**, if you wish to receive email notifications when users add comments to the discussion board.
- Next, select the "*Post to forum*" button.

| Step 10 | - Click on the discussion topic name to review your entries. |

Step 11	• **Select "Reply" located on the left-hand side at the bottom of the page to add a comment to the discussion board.**
	• **Enter your reply in the "*Message*" field.**
Step 12	• **Select the "*Post to forum*" button.**
Step 13	• **Click the "*Turn editing off*" button.**